



CITY OF AUBURN
COMMUNITY DEVELOPMENT DEPARTMENT

PERMIT NO.

SIGN PERMIT APPLICATION

1. **SIGN PERMIT SUBMITTAL REQUIREMENTS CAN BE FOUND ON THE BACK OF THIS FORM.**

2. **SUBJECT PROPERTY**

Address/Location _____

Project Name _____

Parcel No. _____

3. **SIGN INFORMATION**

Number and Type of Signs (e.g. wall sign) _____

Proposed Sign Copy _____

PROPERTY OWNER

PRINT NAME _____

ADDRESS _____

PHONE NO. _____

APPLICANT (if different than owner)

PRINT NAME _____

ADDRESS _____

PHONE NO. _____

SIGNATURES:

Owner: _____ Date _____

Applicant or Legal Agent: _____ Date _____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

TO BE COMPLETED BY STAFF

APPLICATION FEE \$ _____ RECEIPT NO. _____

PLANNING DEPT. APPROVAL: _____

WITH CONDITIONS: _____

BUILDING DEPT. APPROVAL: _____

WITH CONDITIONS: _____

CITY OF AUBURN SIGN PERMIT APPLICATION

SUBMITTAL REQUIREMENTS

THE FOLLOWING INFORMATION IS REQUIRED TO PROCESS A SIGN PERMIT:

The required processing fee: \$33.00.

- Proposed signage within the Old Town Design Review District requires **five (5)** copies of items 1-3 noted below. Signage will be subject to review and approval by the Historical Design Review Committee (HDRC).
- Proposed signage within the Downtown Design Review District requires **seven (7)** copies of items 1-3 noted below. Signage will be subject to review and approval by the City Planning Commission.
- Proposed signage outside the Old Town or Downtown Design Review Districts requires **two (2)** copies of items 1-3 noted below. Signage is generally reviewed and approved by City staff.

Required copies of the applicable plans should be maximum size of 18" x 26". However, all requests shall also include one 8 1/2" x 11" copy of the applicable plans.

1. Site Plan showing the relative amount of building frontage and elevations of proposed sign location on the site, or attachment to the building.
2. Color copies of a Sign Plan drawn to scale indicating the height, width, area (square footage), materials, and colors of proposed signs.
3. For wall or projecting signs, a Building Elevation drawn to scale indicating the location of proposed and existing signs. Color photograph(s) with accurate information may be an acceptable alternative.

NOTES:

- √ Sign permit requests may require approval of a Building Permit. **An additional fee will be imposed by the Building Department if a building permit is required.** The Building Department requires two (2) copies of the following information to be provided as applicable: **Details showing how the sign(s) will be attached to structures; footing details; electrical details; engineering calculations. See attached.**
- √ Sign permit requests may require approval of an Encroachment Permit from the Public Works Department (for signs located within the City right-of-way). Note: Most signs within the City right-of-way are not permitted.
- √ Sign permit requests located within the State right-of-way will require approval from the California Department of Transportation (CALTRANS) prior to submitting a sign permit application to the City. For more information, contact the Community Development Department or the Department of Public Works.